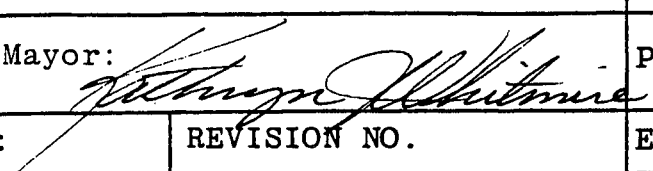


POLICY TITLE: Employment: Sexual Harassment			NUMBER 113.00
APPROVAL: Kathryn J. Whitmire, Mayor: 			Page <u>1</u> of <u>2</u>
ISSUE DATE: February 14, 1985	REVISION DATE:	REVISION NO.	EFFECTIVE DATE: February 14, 1985

Policy Statement: It is the policy of the City of Houston to prohibit sexual harassment of its employees in the workplace by any person and in any form.

Policy Basis: Pursuant to and extension of policy on Affirmative Action in employment.

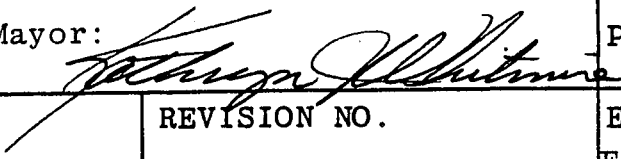
Policy Amplification: All supervisory personnel have an affirmative duty to maintain and provide for City employees a workplace free of sexual harassment. This duty includes discussion of this policy with supervised employees and assuring them that they are not required to endure insulting, degrading, or exploitative sexual treatment.

Specifically, no supervisor shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.

Other sexually harassing conduct in the workplace, whether committed by supervisors on non-supervisory personnel, is also prohibited. Such conduct includes but is not limited to:

1. Unwelcome sexual flirtations, advances, or propositions;
2. Verbal abuse of a sexual nature;
3. Graphic verbal comments about an individual's body;
4. Sexually degrading words used to describe an individual; and
5. The display in the workplace of sexually suggestive objects or pictures.

Any employee who believes that (s)he has been the subject of sexual harassment should report the alleged act immediately to his/her supervisor. Supervisors, in consultation with the Director of Affirmative Action, should make every effort to insure that complaints of sexual harassment are resolved promptly and effectively.

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If the employee is not satisfied with the action taken by the supervisor or feels that the complaint would not be received objectively by that supervisor, the employee should bring the complaint to the attention of the Director of Affirmative Action. The complaint will be investigated by the Director of Affirmative Action, and the employee will be advised of the findings and conclusion. All actions taken to resolve complaints of sexual harassment through internal investigation shall be confidentially conducted.

Any supervisor, or other employee who is found after appropriate investigation to have engaged in sexual harassment of another employee shall be subject to disciplinary action, up to and including discharge.

Policy Compliance: All employees through the Department/Division Director shall comply from policy date forward.

Policy Exceptions: Policy exceptions and/or violations shall be brought to the attention of the Director of Affirmative Action for review and recommended course of action.